

DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
FORT LESLEY J. MCNAIR, DC 20319-5058

MDW Regulation
No. 25-10

30 September 1997

Information Management: Telecommunications
WIRELESS COMMUNICATIONS (CELLULAR TELEPHONES AND PAGERS)

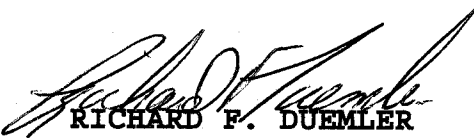
FOR THE COMMANDER:

RALPH R. TUCCILLO
Colonel, GS
Chief of Staff

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RICHARD F. DUEMLER
LTC, AG
Adjutant General

History. This is the first publishing of this regulation.

Summary. This regulation prescribes U.S. Army Military District of Washington (USAMDW) policy and procedures for the life cycle management of cellular telephones and pagers/beepers, hereafter referred to as wireless communications. This regulation is intended to bring MACOM emphasis in the area of controlling the use of wireless communications. It establishes the Deputy Chief of Staff for Information Management (DCSIM) as the MACOM proponent with oversight responsibility. The directors of information management (DOIMs) are established as the approval authority for all wireless communications activity on the installations.

Applicability. This regulation applies to all installations, subordinate commands, and the activities assigned to or supported by MDW.

Supplementation. This regulation may be supplemented at the installation level to include forms establishment. All proposed supplements and forms must be submitted through channels for approval to Commander, MDW, ATTN: ANIM-IMP, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Information Management (DCSIM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MDW, ATTN: ANIM-IMP, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

1. Purpose

This regulation prescribes USAMDW policies and procedures for the life cycle management wireless communications. It is intended to bring MACOM emphasis in the area of controlling the use thereof.

2. Related references

a. DOD Directive 4640.7, DOD Telecommunication System (DTS) in the National Capital Region (NCR).

b. DOD Instruction 5335.1, Telecommunications Services In the National Capital Region.

c. AR 25-1, The Army Information Resources Management Program.

d. AR 25-3, Army Life Cycle Management of Information Systems.

e. AR 735-5, Basic Policies and Procedures for Property Accounting.

f. DA Pam 25-1-1, Installation Information Services.

3. Explanation of Abbreviations

DCSIM - Deputy Chief of Staff for Information Management

DOIM - Director of Information Management

DOL - Director of Logistics

IMO - Information Management Officer

TSCO - telecommunications service control officer

CAPR - capability request

4. Responsibilities

a. The DCSIM has oversight for wireless communications.

b. Garrison Commanders will ensure that--

(1) Wireless communications services are managed as part of their Information Resources Management Program

(2) Assets are accounted for IAW AR 735-5.

c. The installation DOIM will--

(1) Be the approval authority for all wireless communications on the installation.

(2) Ensure that an annual review/revalidation of all wireless communication is conducted.

(3) Ensure that a written notification is provided to the Cdr, MDW ATTN: ANIM-IMP, no later than 30 June of each year that an annual review/revalidation of all wireless communication has been conducted.

(4) Receive and process all CAPR for wireless communications.

d. Activities' commanders or managers will appoint an information management officer (IMO) and telecommunications service control officer (TSCO). These individuals will perform the primary functions for managing wireless communications IAW AR 735-5 in addition to those outlined in paragraph e below.

e. The IMO/TSCO will--

(1) Reconcile billed services against the property book records to ensure deinstalled, excess equipment/services are not being charged during the annual review and revalidation.

(2) Ensure that the property book accurately reflects all on-hand equipment.

(3) Establish internal controls to prevent waste, fraud and abuse of wireless communications services.

(4) Review and certify charges associated with wireless communications services within 30 days of billing receipt.

5. Acquisition

a. Organizations will process all wireless communications equipment/service acquisitions through the installation DOIM. A capability request (CAPR) or a local DOIM approved substitute document will be used for new, upgrades, or reissue. The CAPR/document must specify that the wireless communications equipment/service is mission essential and must be signed by the organization's commander or director.

b. The requesting organization must receive the installation DOIM approval prior to the acquisition of equipment or service. Army policy prohibits acquisition of equipment and service through any other source.

c. Equipment acquired by other activities outside of the installation but having a designated location at the installation also requires prior approval by the installation DOIM.

6. Accountability

Organizations will maintain all equipment on the property book serving their activity. Property accountability will be consistent with Army property book and hand receipt holder procedures in IAW AR 735-5.

7. Disposition

Organizations will review, revalidate, and report equipment and services having common occurrence costs to the installation DOIM annually on wireless communication equipment. All activities (to include tenants) declaring equipment as non-essential or excess to mission needs will request immediate termination of all associated contract service charges (maintenance, air time, monthly fees, etc.) and will coordinate with the installation DOIM. The installation DOIM will review current and future reutilization needs. The DOIM will issue a release for reallocation within MDW or other Army/DOD reutilization/disposal programs per AR 25-1.

8. Prohibitions and restriction

a. Army policy restricts wireless communication equipment/services to use for official business, during an emergency, for significant productivity gains, and/or when it is more cost effective than other means of communications.

b. Contracting officers and property book officers will not approve or procure any wireless communications devices without DOIM approval.

c. Equipment/services that are acquired without DOIM approval are subject to immediate termination and deinstallation.